Accounts Payable: Invoice Processing Signature Authority (SAS) Approval

Note: The application is most effective in the latest version of Mozilla for Windows users and the latest version of Safari for Mac uses. In each browser, pop up blockers most be turned off.

Purpose

The purpose of this document is to guide SAS approvers through the steps to take action on high dollar value invoices.

Procedure

High dollar invoices require additional approvals prior to payment. A high dollar invoice totals $100K and is associated with a purchase orders that is equal to or greater than $1M. High dollar invoices require additional approval from an authorized employee with signature authority and acknowledgment from the buyer to ensure that the pricing, along with the terms and conditions, are in alignment with the subcontract

The Accounts Payable Automation system will route the invoice to the named certifier on the PO for certification. The system will then route the invoice to the SAS approver and responsible buyer to gain their approval and concurrence respectively. Once both the SAS approver and buyer provide their acceptance of the invoice, the invoice is released from hold and payment is made.

The SAS approver has several available actions that can be taken on an invoice.

- Selecting “approve” allows the invoice to be matched with the buyer approval to release the payment to the vendor.
- Selecting “issue” allows the SAS approver to return to invoice to the certifier for resolution of an issue (project id selection, matching of PO lines or simply an invoice that needs to be rejected).
- Selecting “research” allows the SAS approver to place the invoice on hold for later action.

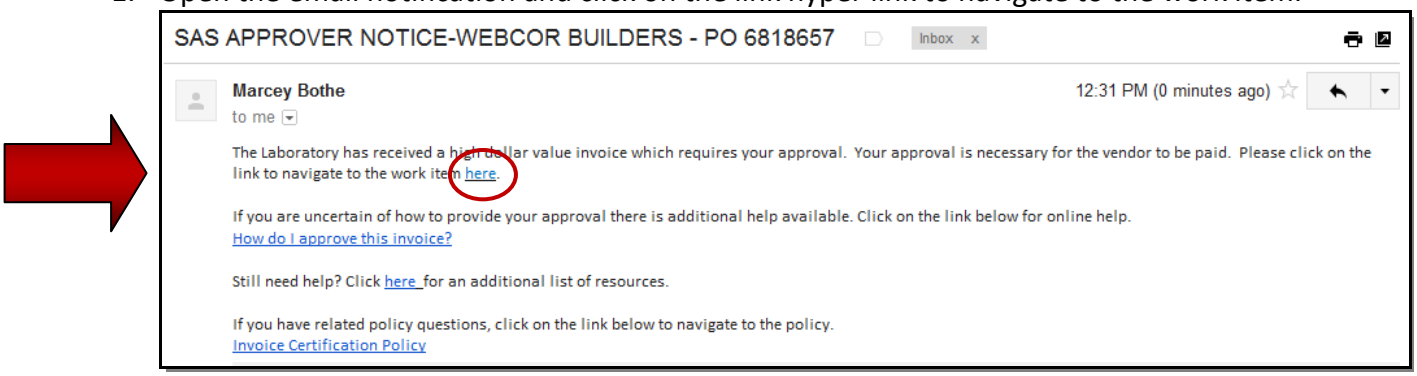
The SAS approver can take action on an invoice awaiting approval in two ways:

1. Taking action-Email Notification.
2. Taking Action-Accessing Work Queue.

Procedure Steps

Taking Action - Email Notification

1. Open the email notification and click on the link hyper link to navigate to the work item.



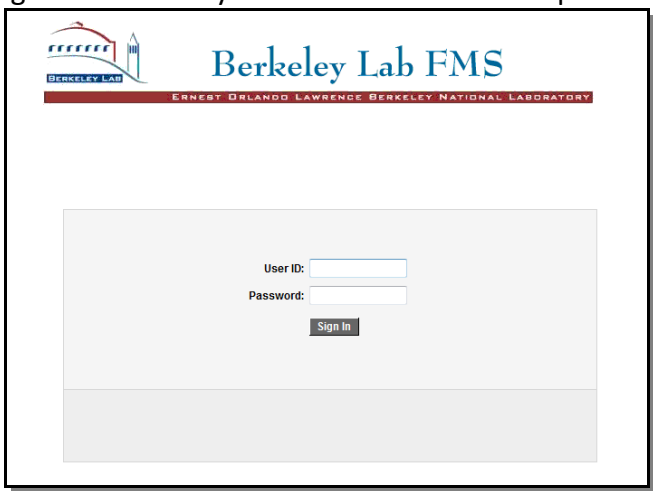
2. The hyperlink will launch two windows, one contains the Financial Management System (FMS) screens and the second will open the Approval Workflow Screen.

FMS Screen	Approval Workflow Screen

• Displays the project id the invoice is posted to
• Indicates which lines of the PO will be charged
• Shows the dollar value for each line of distribution
	• Displays and image of the invoice
	• Allows for action by the SAS approver
	  ○ Approve
	  ○ Issue identification
	  ○ Research

FMS Screen

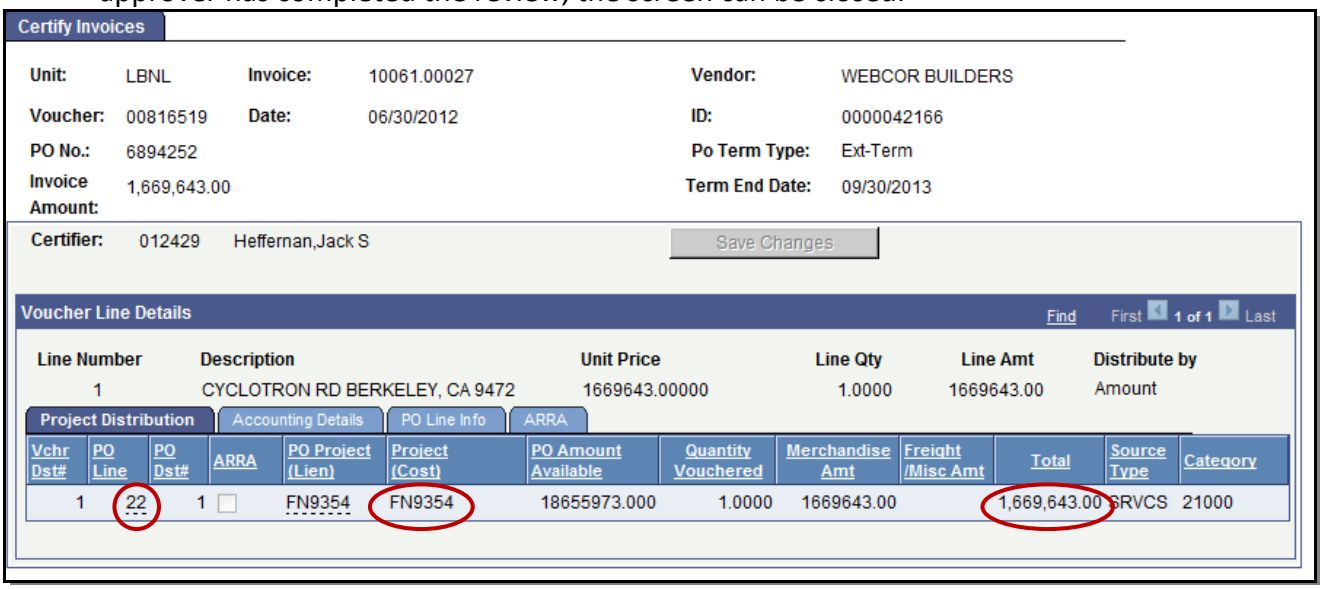
1. Populate the login screen with your LDAP user name and password.



The "Certifying Invoices" screen is opened after signing on.

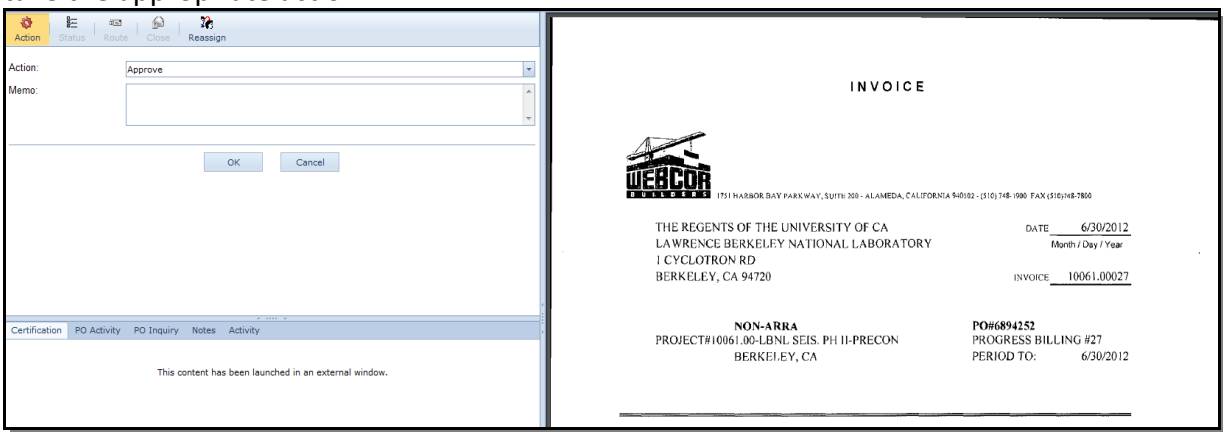
2. The FMS screen is presented showing:
    a. PO line(s) utilized
    b. Project id's selected
    c. Total(s) for each distribution line

    The SAS approver should review the information to confirm it is accurate. Once the SAS approver has completed the review, the screen can be closed.



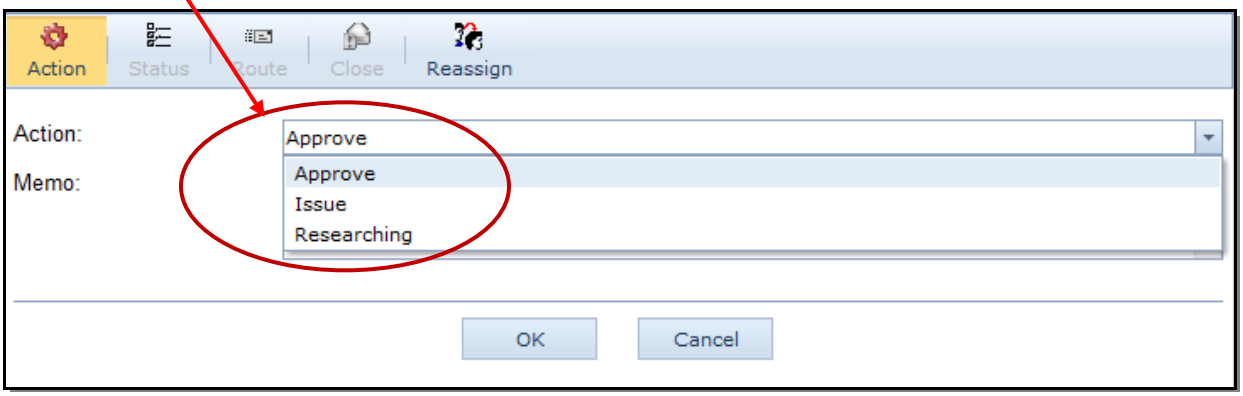
Approval Workflow Screen

1. The workflow screen is presented to the SAS approver for review of the invoice and to take the appropriate action.

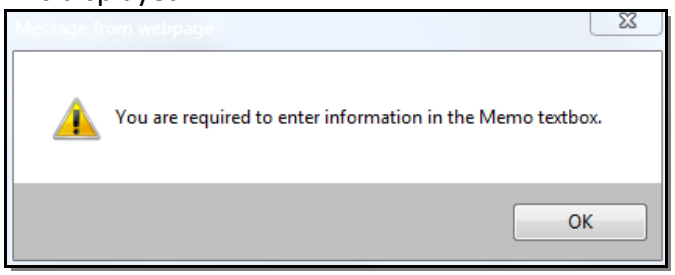


2. The available actions are:

Action	Description
Approve	This action allows the invoice to match with buyer approval and the invoice is released for payment.
Issue	This action goes back to the certifier for additional steps to be taken. Ex: project id change is needed, the PO Line is matched inappropriately or the invoice needs to be rejected and returned to the vendor.
Researching	This action is used to keep the work item with the SAS Approver to allow time for external research on the appropriateness of the item.



3. If the item is placed in the action of "Issue" or "Researching," the memo box must be populated with text summarizing what the problem is. If this area is left blank, the pop up screen below is displayed.

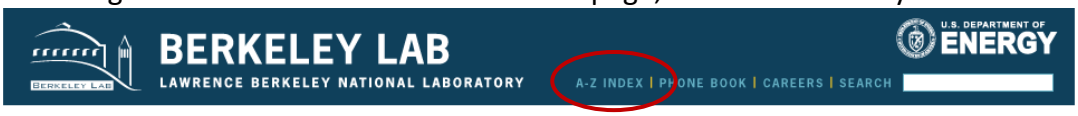


4. Once an action has been taken on the invoice you are returned back to the email notification.

Taking Action - Accessing Work Queue

Using this option allows the approver to navigate directly into the work queue. The work queue shows a listing of invoices that have been routed and require approval.

1. Navigate to the A-Z Index from the home page, select C for Certify



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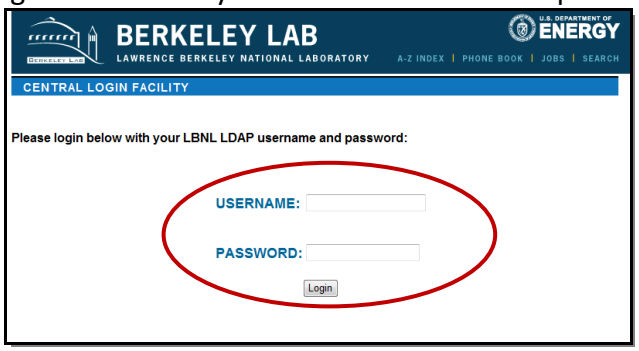
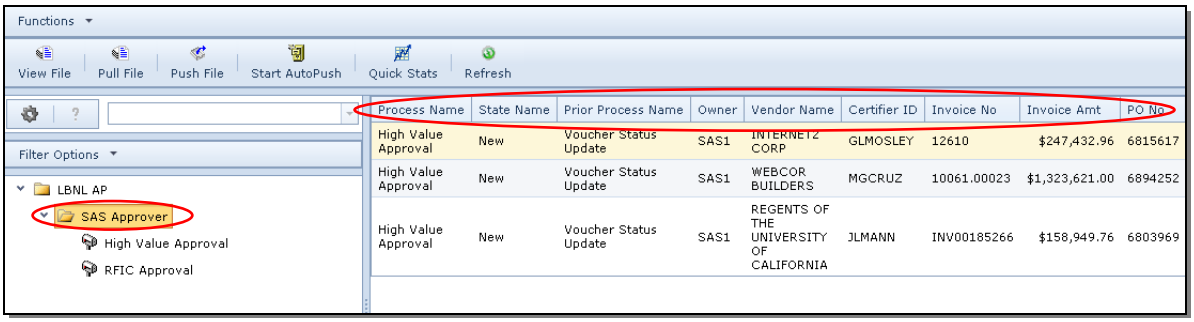


Note: If you are already signed into your email account this step is skipped and your LDAP is authenticated.

3. The work flow screen is displayed with the invoices for review.
   a. Click on the second level folder, "SAS Approver" to see items that have been routed to you for approval.
   b. Click on any of the column headings to sort the invoices in ascending or descending order.



4. Double click anywhere on the row to open the item up.

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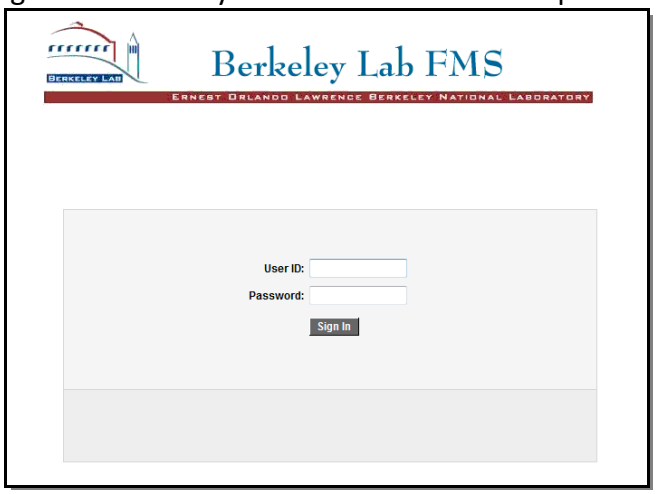

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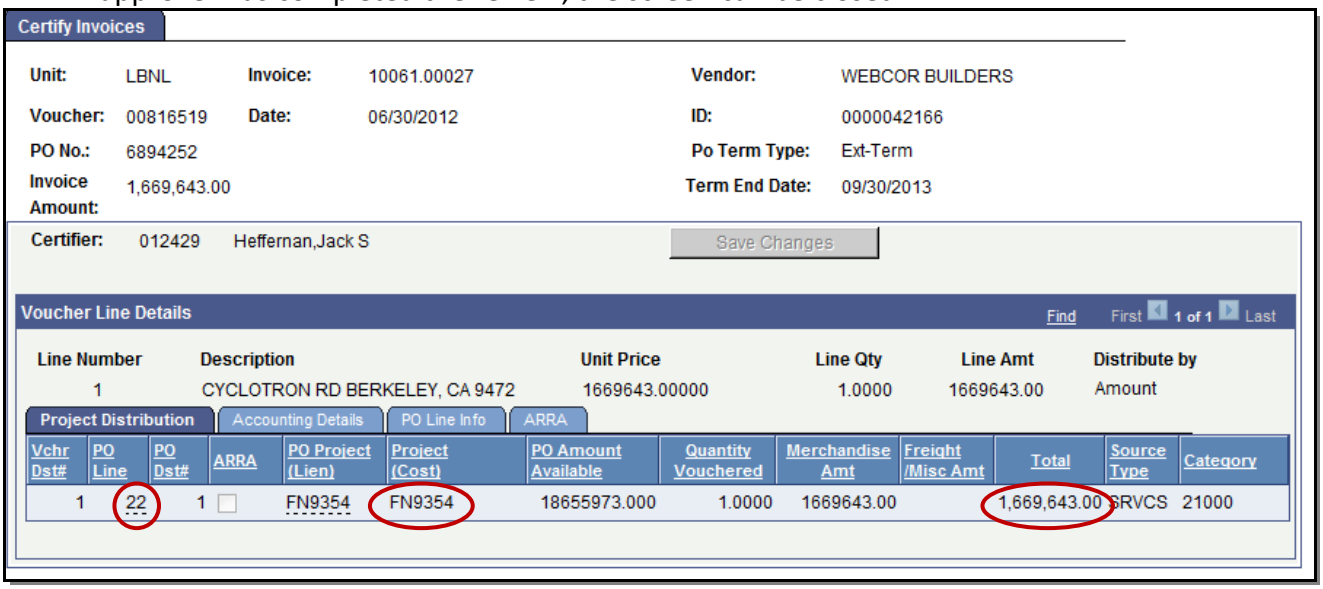

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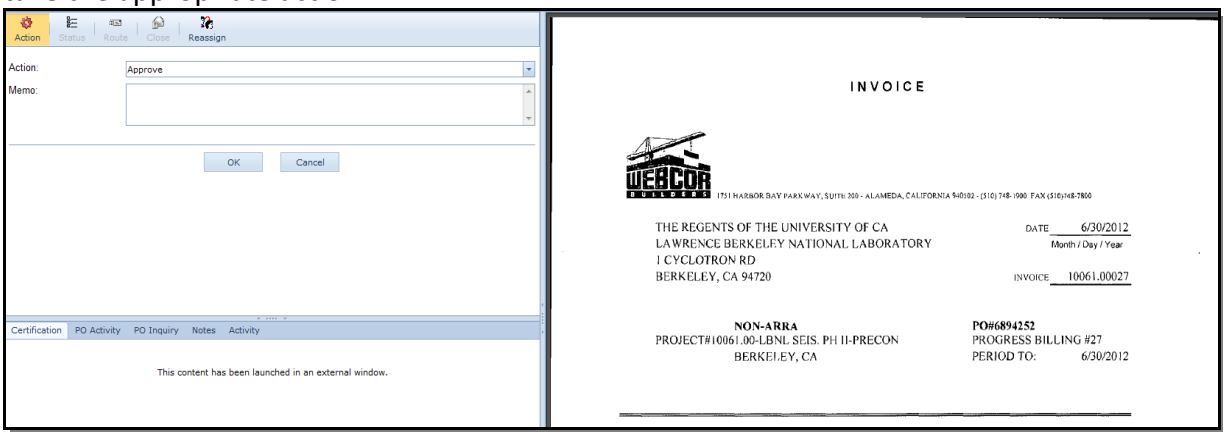

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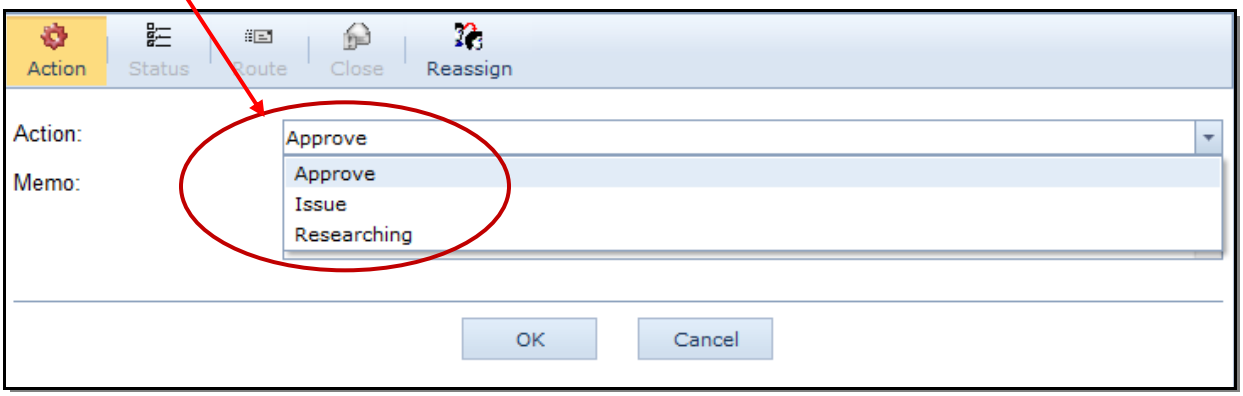

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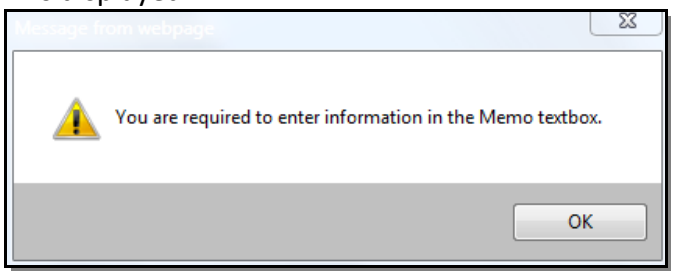

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